

**CLASS TITLE: ADMINISTRATOR OF INTERMEDIATE
PUNISHMENTS AND
REINTEGRATION**

Class Code: 02568500
Pay Grade: 39A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize, direct and control the Intermediate Punishments and Reintegration Unit of the Department of Corrections; to manage the custodial, rehabilitation, and treatment functions of the Unit; and to related work as required.

SUPERVISION RECEIVED: Works under general supervision with considerable latitude to exercise independent judgement in the services; work is reviewed for soundness of judgement, results obtained, and compliance with departmental standards.

SUPERVISION EXERCISED: Plans, organizes, and supervises the work of all staff assigned to the Unit; gives general and specific instructions to professional and technical program staff, and reviews work through reports, conferences, and inspections.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize, direct and control the Intermediate Punishments and Reintegration Unit of the Department of Corrections; and to manage the custodial, rehabilitation, and treatment services of the Unit.

To review and evaluate such custodial and administrative activities as: work assignments for staff on all shifts; case plans for clients rehabilitative and treatment programs including reassessment of risk/needs classification; safety practices; security procedures and disciplinary measures; to promulgate and implement plans for emergencies; security of the institution; control of contraband; and facility maintenance and cleanliness.

To take such action as necessary to improve the effectiveness of such activities.

To recommend to a supervisor plans, rules, and regulations to assure the security and effectiveness of the facility and program.

To develop, review, and evaluate staff development and training programs for the staff and to make recommendations thereon.

To make frequent inspections of the facilities and insure compliance with all rules and regulations.

To assist with the preparation of the budget of the Intermediate Punishments and Reintegration Unit.

To address more complex and difficult problems presented by clients and staff and to make necessary steps to resolve such problems.

To develop and nurture relations with criminal justice agencies and community service organizations to insure public safety and enhance the reintegration process.

To be responsible for the security, safe handling, quantity and quality of firearms, ammunition, and security devices.

To constantly evaluate the client population and assess security risks to themselves and to the total facility population from a custodial viewpoint and to promptly remedy and identify problem areas.

To be responsible for providing leadership and for taking positive action to quell and suppress any riotous, rebellious or other type of individual or group action which is contrary to Departmental rules and regulations.

To coordinate all clients service delivery systems; and to evaluate such systems and make recommendations to improve effectiveness.

To supervise transportation functions and insure the security of clients moved to and from the facility.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A thorough knowledge of the principles, practices and techniques of rehabilitation of the adult criminal offender; a working knowledge of penology, community correctional programming including gender specific rehabilitation and treatment programs; a thorough knowledge of the operations and protocols of community corrections facilities and programming; a thorough knowledge of community service programming; familiarity with management information systems and the ability to effectively utilize statistical data in the decisions-making process; the ability to plan, organize, and review the work of staff and volunteers on all shifts; the ability to review and evaluate program activities and to make such action as is necessary to improve the effectiveness of such activities; the ability to exercise good judgement in recognizing and dealing with the personal, emotional, and adjustment problems of clients under varying conditions; the ability to provide leadership and to take positive action in all situations dealing with programmatic matters.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Possession of a Bachelor's Degree or higher from a recognized institution of higher learning with a major in Sociology, Psychology, Criminal Justice, Social Work, Law Enforcement, or Education; and

Experience: Such as may have been gained through: employment in an administrative position in a public or private agency involving correctional, rehabilitative, or adult service programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: May 16, 1993

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